

# SYSTEM MAINTENANCE GUIDE

## STARS TRANSACTION CODE DECISION TABLE MAINTENANCE FORM AND CHECKLIST

New TC Requested by: \_\_\_\_\_

Reason for new TC: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Reviewed by: \_\_\_\_\_

Reporting and Review: \_\_\_\_\_

Operations: \_\_\_\_\_

Customer Resource Center: \_\_\_\_\_

Systems Admin: \_\_\_\_\_

Function: A = add C = change D = delete

Trans Code: \_\_\_\_\_

Title (Maximum 56 characters):  
\_\_\_\_\_  
\_\_\_\_\_

General Ledger    DR-1 \_\_\_\_\_ CR-1 \_\_\_\_\_ DR-2 \_\_\_\_\_ CR-2 \_\_\_\_\_  
Accounts:        DR-3 \_\_\_\_\_ CR-3 \_\_\_\_\_ DR-4 \_\_\_\_\_ CR-4 \_\_\_\_\_

## TRANSACTION EDIT INDICATORS

CI_____	MODI_____	RVRS_____	INDX _____	PCA _____	BUDU_____	FUND _____	FDTL _____	ESUB _____	
EDTL_____	RSUB_____	RDTL _____	SUBS _____	MULT _____	GLA _____	VNUM _____	VNAM_____	VADD_____	
PCN_____	PROJ_____	GRNT_____	CDOC_____	RDOC_____	INVC_____	DOCD_____	DUDT_____	WARR_____	SECA_____

Posting-Seq _____	Reg No _____	War Writing _____	Clear Fund _____	Vend Payment_____
(1-9)	(1-9,11)	(0-3)	(Y,N)	(Y,N)

Gen TC _____	Gen Accr TC _____
(enter TC)	(enter TC)

## FILE POSTING INDICATORS

	Add/Sub	Fin Field	Match	Gl Acct	Post Doc	Sub	Add/Sub	Fin Field	Match	Gl Acct	Post Doc	Sub
	(-,+)	(00-99)	(M,N)	(1-8)	(1-3)	(Y,N)	(-,+)	(00-99)	(M,N)	(1-8)	(1-3)	(Y,N)
DF:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
AP:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
AL:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
CC:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
GP:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
PJ:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
SF:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
OF:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
AD:	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

EFF Start Date \_\_\_\_\_

EFF End Date \_\_\_\_\_

Explanation (D-50 Table):

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Valid Operator Class \_\_\_\_\_ Approval Level \_\_\_\_\_  
(D-66) (D-50)

## TRANSACTION CODE DEVELOPMENT CHECKLIST

	Yes	No
1. Are new General Ledger Accounts required to achieve the desired accounting treatment?	___	___
If so has the General Ledger Account file support listing been updated?	___	___
2. Has the new accounting event been incorporated into "T" accounts?	___	___
3. Have comments been prepared and coded in the D50 Descriptor Table?	___	___
4. Has the D66 Operator Class Table been updated to provide security clearance to those operators who will be using the Transaction Code?	___	___
5. Has the Transaction Code been recorded in the test system and tested as to impact?	___	___
6. Is an individual assigned to review the impact of the new Transaction Code during its initial period of use? (This may be accomplished through the File Reconciliation Report, by reviewing standard reports, or through ad hoc.)	___	___
7. Has supporting documentation been prepared and filed?	___	___
8. Have those individuals or agencies that will be using the new transaction code been notified that it is available?	___	___
9. Do we need a Transaction Code for an adjustment?	___	___